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8 December 1970

MEMORANDUM FOR: Chief, Personnel Security Division

SUBJECT : Agency Management Improvement Program

1. There is attached for your review the draft PSD contribution to the Subject report. The emphasis has been on management improvement. It is possible that significant man-hour savings may be realized in some areas and after detailed study over the next months can be included in a subsequent report.

25X1 2. [ ] has requested receipt of our contribution by 10 December.

[ ]

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Chief/  
Employee Activity Branch

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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## I. MANAGEMENT EFFECTIVENESS GOALS

## A. SECURITY BRIEFINGS

## 1. Group Briefings

The security briefings of Agency personnel assigned overseas PCS are given individually, with the exception of persons assigned to Vietnam. In the latter instance, a security briefing is given to a large group of persons assigned to Vietnam during their attendance at an indoctrination course. This program has proven satisfactory.

Group briefings of persons going to the same areas, where appropriate, do result in man-hour savings which is an important factor, but of equal importance is the benefit from the discussion of security matters which are mutually shared. It is, of course, recognized that some cases require an individual briefing. In addition, all persons during a group briefing are given the opportunity to discuss any matters later personally with a Security Officer.

A positive effort will be made to give group security briefings wherever possible and appropriate to persons going to the same immediate area (or even possibly the same general area). Group briefings will also continue to be given in resignation and other instances wherever applicable.

*an  
active  
program  
not  
a  
positive  
goal -*

*not susceptible  
at this time  
to  
quantitative  
analysis -*

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